

Louisiana Department of Veterans Affairs
State of Louisiana



JOHN BEL EDWARDS
GOVERNOR

JOEY STRICKLAND
SECRETARY

**SOUTHWEST LOUISIANA
VETERANS' HOME**

April 13, 2020

RE: RFP 3000014695 - Addendum No. 02

Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, electronic proposal delivery is being utilized for this RFP - Medicare Billing Services.

These section changes are to replace the original RFP sections.

Section 1.6 Schedule of Events

Deadline for receipt of electronic proposals 3:30pm CT, April 17, 2020

Section 1.7 Electronic Proposal Submittal

Firms or individuals who are interested in providing services requested under this RFP must submit an electronic proposal containing the mandatory information specified. The proposal must be received by electronic copy to LDVAMedicareBillerRFP@la.gov on or before the date and time specified in the Schedule of Events. E-mail submissions are the only acceptable method of delivery. Fax, mail, and courier delivery shall not be acceptable. Proposers e-mailing their proposals should allow sufficient time to ensure receipt of their proposal by the time specified.

The proposal package must be emailed to: LDVAMedicareBillerRFP@la.gov with the Subject Line: RFP# 3000014695 Proposal Submission – [Proposer Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with "Part 1 of ____" included at the end of each original Subject Line (e.g. RFP# 3000014695 Proposal Submission – [Proposer Name] – Part 1 of 3).

The State assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Proposer to ensure their proposal is received at the specified email address prior to the deadline for submission. Proposals received after the deadline, corrupted files, and incomplete submissions (e.g. Part 1 and Part 2 of 3 are received, but Part 3 is not) will not be considered.

Section 1.9.9 Certification Statement

The Proposer must sign electronically or submit a scanned signature on **Attachment I**, Certification Statement.

Section 1.10 Number of Copies of Proposals

The State requests that one copy of the entire proposal be submitted to the RFP Coordinator at the email address specified. The proposal shall contain electronic signatures or scans of original signatures of those company officials or agents who are duly authorized to sign proposals or contracts on behalf of the organization. An electronic signature as provided by LAC 4:I.701 et seq. is considered an original signature. A certified copy of a board resolution granting such

authority should be submitted if the Proposer is a corporation. The proposal will be retained for incorporation into any contract resulting from this RFP.

Section 1.11 Technical and Cost Proposals

The State requests the following:

- One (1) technical proposal in PDF and Microsoft Word formats. The file shall be named: RFP# 3000014695 Technical Proposal - [Proposer Name].
- One (1) cost proposal in PDF and Microsoft Excel formats. The file shall be named: RFP# 3000014695 Cost Proposal - [Proposer Name].
- One (1) redacted technical proposal in PDF and Microsoft Word formats. The file shall be named: RFP# 3000014695 Redacted Technical Proposal - [Proposer Name].

If the file size of the proposal exceeds server requirements, the proposal may be broken into smaller emails with "Part 1 of ____" included at the end of each original file name (e.g. RFP# 3000014695 Technical Proposal– [Proposer Name] – Part 1 of 2).